

# ROQ

*Return on Quality*



## Division Calendar Enhances Communication

Have you ever wished that you could go to a central place in your computer to find important deadline dates, events, and other Division-wide date related information? Well, the Division Planning Calendar will be the answer. A page would be established under the BUS Homepage to publish (and update) the calendar on a periodic basis. Using Netscape, people who want to view the calendar will click on "Division Planning Calendar" to open an Adobe Acrobat file containing month by month calendars for the next 12 months. Each group would load their important due dates on the calendar for things such as audits, DOE report deadlines, UC report deadlines, Appendix F deadlines, assessment due dates, Budget Book due dates, etc. People would need to have access to (and know how to use) Netscape and Adobe Acrobat in order to access and update the calendar.

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